



2003 NASPO
Cronin Club
Gold Winner



Procurement Services

Weekly Information Newsletter

07/09/04

Volume 155

(You can go directly to the DAS Procurement web page by clicking on the DAS logo above!)



Save the Date!
CT Shops 2004
November 9, 2004!

TABLE OF CONTENTS

NOTEWORTHY NEWS	2
New, Improved Propane Contract!	2
Boise to host Open House on August 12, 2004!	3
Important Core-CT Updates Regarding Ordering Office Supplies!	4
Need a Bus?	5
ePartners	6
Interested in a State-Organized Health Insurance Plan?	6
CT Environmentally Preferable Purchasing	6
Mark Your Calendars! CT Shops 2004 is Coming!	7
BID NOTICE POSTINGS	7
CONTRACT INFORMATION:	7
DAS Contracts	7
Contracts Expiring	7
CORE-CT INFORMATION	8
Opening of the Purchasing, eProcurement, and Accounts Payable Modules	8
New Office Supply Contract	8
Update of the PO rollover process:	9
Looking for Catalog Items in Core-CT/PeopleSoft?	9
Getting Help Quickly And Easily	9
"CERTIFICATION CENTRAL"	10
PEPPY'S TOOLBOX	10
WINNING WAYS!	10
ASK PEPPY!	10
PEPPY'S POINTS TO PONDER	11
TECH TALK WITH MS. BITS N' BYTES	11
Word - Remove Borders From Text Boxes	11
DEPARTMENT OF INFORMATION TECHNOLOGY	11
Contracts & Purchasing Division Information	12
DOIT Bid/ Proposals	12
DOIT Contract Awards	12
CONTACT US	12

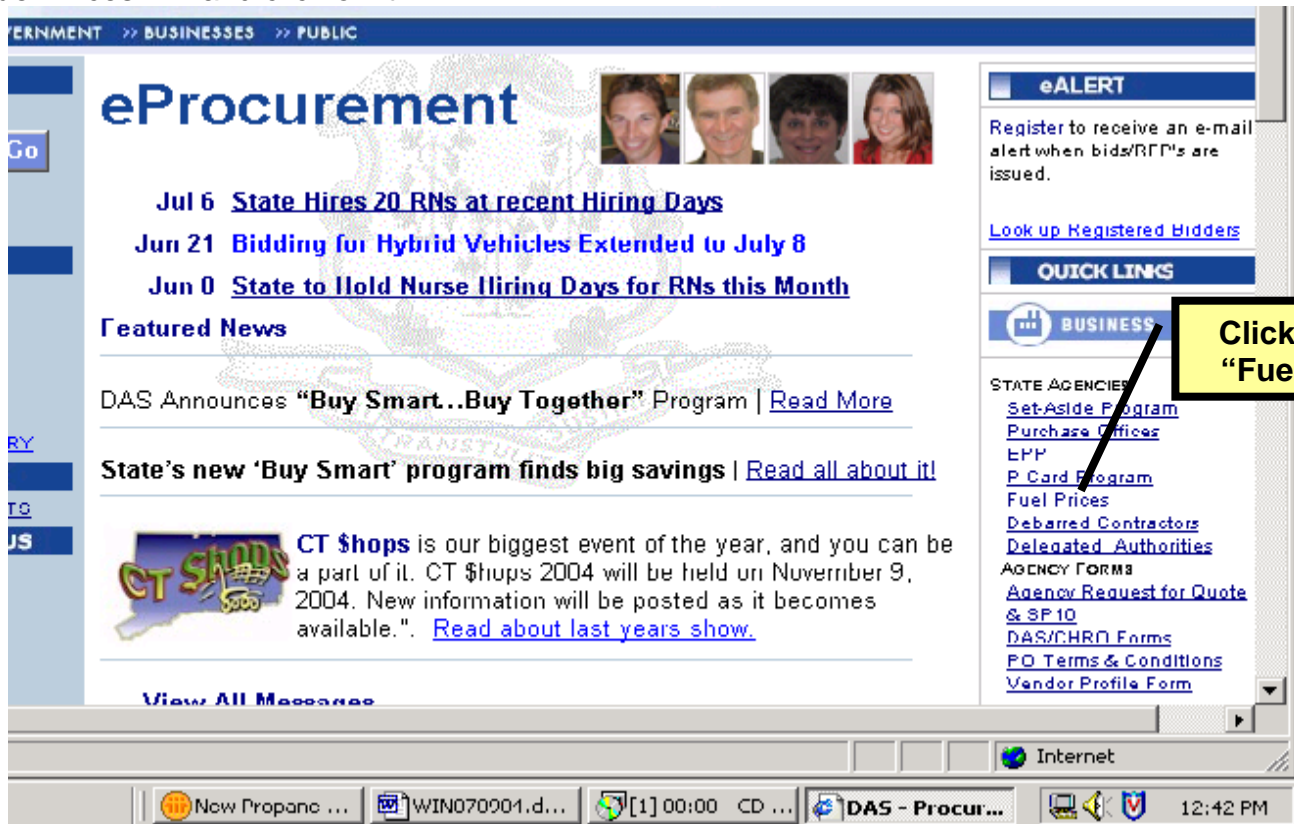
Noteworthy News

New, Improved Propane Contract!

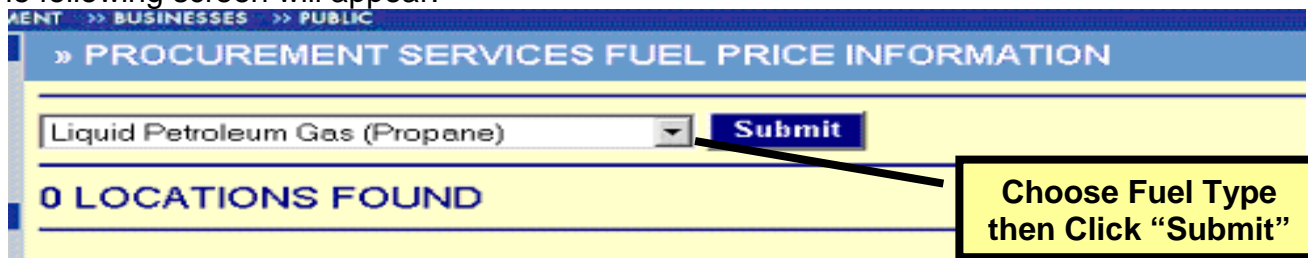
The new **Propane Contract 04PSX0139** has been awarded and will be in effect from July 1, 2004 through June 30, 2007. The new contract will enable you to view fuel prices **by county** and **no longer by location**. All CT Using Agencies, Towns, Municipalities & Political Sub-Divisions of the State may view the weekly pricing by going to the DAS web-site under Fuel Prices and selecting the County in which their Agency facility resides.



Here are simple, step-by-step instructions you can use to check fuel prices. First, you need to go the eProcurement web page at <http://www.das.state.ct.us/busopp.asp>. Once you are there, on the extreme right hand side of the page look for the dark blue bar labeled QUICK LINKS. Within the BUSINESS section, find the Sub-Title STATE AGENCIES, scroll down to the Fuel Prices link and click on it.



The following screen will appear:



All you need to do is to "Select a Fuel Type" by using the dropdown arrow in the field and choose "Liquid Petroleum Gas (Propane)". Click on "Submit."

Once the screen below appears simply click on the link for the County of your choice.

STATE OF CONNECTICUT ABOUT DAS FAQs PRESS ROOM SITE MAP CONTACT US HOME

GOVERNMENT >> BUSINESSES >> PUBLIC

» PROCUREMENT SERVICES FUEL PRICE INFORMATION

Go

Liquid Petroleum Gas (Propane)

Location	Contract #	Start	End
Fairfield County	04PSX0139	7/1/2004	6/30/2005
Hartford County	04PSX0139	7/1/2004	6/30/2005
Litchfield County	04PSX0139	7/1/2004	6/30/2005
Middlesex County	04PSX0139	7/1/2004	6/30/2005
New Haven County	04PSX0139	7/1/2004	6/30/2005
New London County	04PSX0139	7/1/2004	6/30/2005
Tolland County	04PSX0139	7/1/2004	6/30/2005
Windham County	04PSX0139	7/1/2004	6/30/2005

8 LOCATIONS FOUND

You will then have all the information you need including the vendor, contact person, pricing and more!

Location: **Hartford County**

Vendor: **Amerigas Propane - Phone (610) 337-7000 - Fax (610) 768-3877**

Contact: **Ed Leavenworth 860-589-8071**

Supplied From:

Fuel: **Liquid Petroleum Gas (Propane)**

Contract	Eff. Date	Fuel Price	Differential	Chg Type	Extra Chg	Total
04PSX0139	Jul 05, 2004	\$0.7706	\$0.2590	0	\$0.0000	\$1.0296

We are sure you will like this new contract and find it easier to use! Any questions regarding the propane contract may be directed to Paul Greco, DAS Contract Specialist at paul.Greco@po.state.ct.us or (860) 713-5189.

Boise to host Open House on August 12, 2004!



Boise is planning an Open House on August 12, 2004. Mark your calendars. It will be held at the Marriott in Cromwell from 9:00 am – 3:00pm. Stay tuned to future issues of WIN for information and updates!



Important Core-CT Updates Regarding Ordering Office Supplies!

The Core-CT team has sent in the following updates for all Core users.

A new contract for Office Supplies, Paper & Toner became effective 7/1/04 and was awarded to the following companies:

- | | |
|--|-------------|
| • Boise Cascade | 04PSX0016AB |
| • Aztec Technologies | 04PSX0016AA |
| • Spendra Corp. dba Fairfield Stationers | 04PSX0016AC |
| • Suburban Stationers | 04PSX0016AD |

IMPORTANT! Office supply items in existing templates will need to be replaced with items that have been awarded under contract number [04PSX0016](#), to the vendors listed above.



Currently, the Boise Cascade catalog is the only item file loaded to Core-CT. The files for the other contract vendors will be loaded shortly. If you wish to place an order from one of the other three vendors not yet loaded, you may use the special request functionality in Create Requisition.

As additional vendors are loaded, you will be informed in a Core-CT Daily Mail. We will also post this information in the Core-CT section of WIN.

The catalog items for the following vendors are now loaded into Core-CT/PeopleSoft:

Access Catalog Supply	03PSX0264AA	Commissary Products
ADT Security Services	97PSX0001AA	Security Monitoring Services.
All State Dist. NE	03PSX0264AB	Commissary Products
American Institutional Supply	03PSX0264AC	Commissary Products
Boise Cascade	04PSX0016AB	Office Supplies
The Dietary Shoppe	03PSX0032AC	Dietary Supplements
Eastern Bag & Paper	00PSX0079AB	Disposable Paper Supplies
Freihofer	01PSX0209AA	Bakery/Bread Products
G & G Dairy Express	03PSX0297AC	Dairy/Milk Products
Guida Dairy	03PSX0297AA	Dairy/Milk Products
H. P. Hood Dairy	03PSX0297AB	Dairy/Milk Products
Keefe Supply Co	03PSX0264AG	Commissary Products
Marcus Dairy	03PSX0297AD	Dairy/Milk Products

Mead Johnson Nutritional Group	03PSX0032AA	Dietary Supplements
Moore Medical	01PSX0219AG	Medical/Surgical Supplies
Mountain Dairy	03PSX0297AE	Dairy/Milk Products
Seder Foods Corp.	03PSX0264AF	Commissary Products.
Sunshine Dairy	03PSX0297AF	Dairy/Milk Products
US Foodservice	00PSX0079AA	Food
Vanguard Direct	96PSX0003AA	Forms

Watch for additional information and updates from the following sources:

- The "WIN" Newsletter,
- The "Messages" section of the DAS Procurement web page (<http://www.das.state.ct.us/busopp.asp>),
- Core-CT Daily Mail

To access the Core-CT web site, go to: <http://www.core-ct.state.ct.us/> Use this valuable tool to find answers to your questions, get Help Desk hours and phone numbers, Core-CT Employee Directories, Project Facts and much, much more.

To view current & past issues of the Daily Mail or perform a keyword search for Daily Mail topics, go to: <http://www.core-ct.state.ct.us/fin-daily/Default.asp>

Need a Bus?

We may have just what you are looking for! We have Two (2) Surplus Vehicles Public Auctions scheduled in July and busses are available. The auctions will be held on the following dates:



(40) MCI Full Size City Busses – 1990 - 1992

Tuesday, July 13, 2004 at 11:00 am
State Surplus Facility (rear of DMV)
60 State Street
Wethersfield, CT

Directions: I-91, Exit 26, follow auction signs.

(35) MCI FULL SIZE CITY BUSSES-1990'S

Tuesday, July 20, 2004 at 11:00 am
Dattco Bus Facility
170 Middletown Avenue
New Haven, CT

(Directions I-91, take Exit 8, follow blue & white auction signs)

Both events will hold inspection on the **MORNING OF THE AUCTION from 8:30 am.**

Terms of Sale:

10% Buyer's Premium, Payment by Cash or Bank or Certified Check (No Personal Checks) - No Credit Cards. A 20% CASH DEPOSIT of purchase price will be collected at time of knockdown-balance to be paid within two business days of auction. ALL SALES FINAL!

THE STATE RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS



Interested in a State-Organized Health Insurance Plan?

Read the following excerpt that was taken from the June 24, 2004 edition of the New Haven Register:

“State Comptroller Nancy Wyman, responding to questions from elected and appointed officials, said the state government plans to use its buying power to leverage more reasonably priced health care for the state’s municipalities.

She invited local officials who might be interested in participating in a state-organized health insurance plan to contact her office.”

You may contact Nancy Wyman at:
Office of the State Comptroller
State of Connecticut
55 Elm Street
Hartford, Connecticut 06106
Telephone: (860) 702-3300
E-mail: comptroller.wyman@po.state.ct.us

The ePartners program services Connecticut municipalities, schools and not-for-profit organizations by offering products and services to save time and money. To schedule a presentation with Barbara, or if you have any questions, comments or concerns, contact her at barbara.moser@po.state.ct.us or 860/713-5081.

CT Environmentally Preferable Purchasing

"One thing you can't recycle is wasted time."

-Author Unknown

CT DAS state contracts offer a number of environmentally preferable products and services, including many that reduce greenhouse gas emissions. For more information on how you can purchase or use environmentally preferable products and services where you live and work, you may contact CT EPP at Barbara.moser@po.state.ct.us or call at (860) 713-5081.

Mark Your Calendars! CT \$hops 2004 is Coming!



Save the date! Mark your calendars! **CT \$hops 2004** will be held at the Connecticut Expo Center on **Tuesday, November 9, 2004!** Stay tuned to WIN for more **CT \$hops 2004** information as it becomes available.



Bid Notice Postings

To view the entire DAS bid notice listing, click on the following hyperlink to go to our web page. [DAS Bid Notices](#)

Contract Information:

DAS Contracts

The following is a listing of contracts issued during the week of 07/05/04

Contract #	Contract Name	For:	Contract Term
04PSX0045	Liquid Petroleum Emulsion	Department of Transportation All Using State Agencies and Political Subdivisions of the State	June 21, 2004 through March 31, 2005
04PSX0147	Tax Booklets (1040, 1040EZ/Telefile, CT 1040NR/PY and Telefile)	Department of Revenue Services	June 25, 2004 through April 30, 2005

Contracts Expiring

Did you know that our state contracts are reviewed one to three months prior to the actual expiration date? During this review process, the contract specialist examines the specifications and products/services included within each contract

[Contract Search](#)

Click on the list of "Contracts Issued/**Expiring** In Last/Next 30/60/90/120 Days". Choose the radio button marked "**Expiring** Contracts" and select the time frame. Then click "Get Contracts". That's all there is to it!

Opening of the Purchasing, eProcurement, and Accounts Payable Modules



The Core-CT Production Support Team is happy to announce that agencies can now access the Purchasing Module, the e-Procurement Module, and the Accounts Payable Module to conduct your normal day-to-day purchasing and payables transactions.

However, please do not budget check your own transactions. Core-CT is monitoring the transactions in the system and will be processing them through the Commitment Control process. You can assist us in getting your transactions processed quickly by ensuring that the budget date on the transactions is in the 2005 fiscal year and that the budget exists before approving them.

Please be advised that we plan on re-establishing our normal PO batch process for tomorrow morning, this means that budget checking, PO calculate, PO create, Requisition sourcing, PO dispatch, and Workflow will be running.

As a reminder, some agencies will not be able to access their rolled POs due several reasons, such as PeopleSoft bugs, no loaded Agency budgets, POs that are stuck in a mid-roll status, or POs that have failed budget checking for various reasons. We are trying to compile a listing of POs that have these problems.

As promised we have been in contact with PeopleSoft throughout the morning, and both PeopleSoft and the State are working very hard to get the PeopleSoft bugs resolved.

New Office Supply Contract



Effective June 30, 2004, the 00PSX0088 Office Supply Contract has expired. No new orders should be issued against the expired contract. Any existing orders created and dispatched before June 30, 2004, should flow through the receiving and payment process of the Core-CT System.

Effective July 1, 2004, new Office Supply Contracts have been awarded. The new contract numbers and vendors are:

- 04PSX0016AA – Aztec Technologies**
- 04PSX0016AB – Boise Cascade Office Products**
- 04PSX0016AC – Fairfield Stationers**
- 04PSX0016AD – Suburban Stationers**

Boise Cascade catalog is the only vendor catalog file loaded in to Core-CT as of today. The other vendor files should be loaded shortly as they arrive from the awarded vendors. If you wish to order from the three vendors that are not yet loaded, you may use the "Special Request" functionality in e-Procurement, Create Requisition.

Purchasing and e-Procurement modules have not been opened for transacting business, please do not create requisitions until fiscal year end processes are completed, if you create an on-line

PO please do not send the PO through the approval process (follow the instructions given in the job aide, Creating a PO with a Future Date). We will communicate the opening of the Purchasing and e-Procurement modules through a Daily Mail.

All exiting office supply item templates must be deleted and replaced with new office supply templates that you create.

You will be informed via Daily Mail, as additional vendors are loaded.



Update of the PO rollover process:

The Production Support team has performed the rollover process on all business units. After the budgets were loaded, a budget check was performed.

Unfortunately, we have uncovered a PeopleSoft bug and a case was logged this morning. The bug is preventing us from moving forward and having access to the rolled POs. Some of you may have already tried to access your POs and have received the following error message:

"The default date 2004-06-29 is not open. The open period for STATE is from 2004-07-01 to 2005-06-30 (10200,344). Open period is maintained in Open Period Update Page, Setup Financials/Supply Chain>Business Unit Related>General Ledger>Open Periods."

Please be patient as we try to resolve this problem. We will keep you posted of our progress through the Daily Mail.

Looking for Catalog Items in Core-CT/PeopleSoft?



Use the following link to access the listing of the vendors, contract number and contract name that have been loaded into the **Core-CT** catalog.

[Core-CT Catalog](#)

Getting Help Quickly And Easily



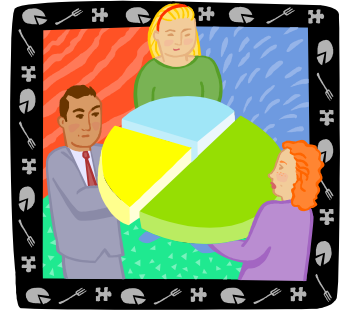
Click on the "Help" link below to access **ALL** the **Core-CT** help options that are available to you such as the Core-CT web site, current and past Daily Mail, help desk phone numbers, agency super users and more!

[Core-CT Help](#)

“Certification Central”

Check this out! We have made it even easier for you to see which Connecticut vendors have recently become certified! Use the link we have provided to access the listing of **New Set-Aside Vendors Certified in last 7 Days**.

The link below lists the company name, contact information, product description and certification type of all the Connecticut small businesses that were certified during the **previous** week.



http://www.das.state.ct.us/Purchase/ePartners/ep_whats_new.asp#Vendors

Questions regarding the Supplier Diversity Program can be directed Meg Yetishefsky, Supplier Diversity Manager, at meg.yetishefsky@po.state.ct.us or 860/713-5228.

Peppy’s Toolbox

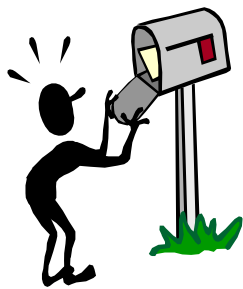
Click on the “toolbox link” at the right to help yourself to any of the helpful “tools” (electronic forms) that are available to you.



WINning Ways!



C’mom WINners. I know there are people who deserve to be recognized for a job well done. Is there a co-worker who always goes above and beyond to get the job done? Someone who is always willing to help out? Please take a few minutes to write and let me know about them. I know it would really brighten their day when they saw their name in our “WINning Ways” section of WIN and to see that their hard work and efforts were being recognized. Send your WINning Ways nominees to me at peppy.procurement@po.state.ct.us.



Ask Peppy!

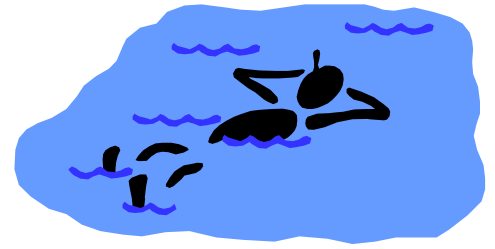
Do you have a purchasing question and you can’t seem to find the answer? Send it to me at peppy.procurement@po.state.ct.us and I will do my best to find the answer for you and post it in a future issue of WIN.

Peppy's Points to Ponder...

Ahh, vacation time. Isn't it great? Here is a quote that I think many of you just may agree with... Enjoy!

"A vacation is having nothing to do and all day to do it in!"

-Robert Orben



Come on WINners! Send them in! Thanks to all my loyal WINners for submitting all these great quotes. Keep them coming! Please take a minute to send them to me at peppy.procurement@po.state.ct.us and watch for them to appear in future issues of WIN.



Tech Talk with Ms. Bits n' Bytes

Word - Remove Borders From Text Boxes

TEXT BOX

To get rid of lines around text boxes - this is what you do:

1. Click on the text box - see crosshatched highlight round it.
2. Click on the 'Format' menu then the 'Text Box' option - see dialog box. Or right click on the crosshatched line and then the 'Format Text Box' Option.
3. Ensure 'Colors and lines' tab is selected.
4. In the 'Line' section, drop the 'Color' list.
5. Select the 'No line' option.
6. Click OK - see border gone.

Don't forget to write to me and let me know if you have a computer question, problem or perhaps just something you would be interested in learning about. You can email me at: maureen.blackburn@po.state.ct.us



Keep up to speed with what's happening in the

Department of Information Technology





Contracts & Purchasing Division Information



Need to contact someone at **DOIT**? Click here to link to the [DOIT Contact Information](#) page of their web site.

DOIT Bid/ Proposals

- Click on the following hyperlink [DOITBidPostingNotices](#) to jump to DOIT's Bid Posting Notices section of their web page.

DOIT Contract Awards

- Click on the following hyperlink [DOITContractAwards](#) to jump to DOIT's Contract Award section of their web page.

Contact Us

If you know someone who may be interested in receiving this newsletter, have him or her send an email with the following information:



Name:
Job Title:
Agency/Organization Name:
Mailing Address:
City/State/Zip:
Phone:
Fax:
Email:

Email Teresa Dupont at teresa.dupont@po.state.ct.us or fax it to her at 860-622-2940. Once she gets the information, they will be added to the "WINner" list! Likewise, if you do not wish to receive **WIN**, send us a note and your name will be removed. Questions? Call Teresa at 860-713-5073.

Miss a Previous Issue of WIN?

Use the following link to jump to the DAS Newsletters web page, scroll down to Weekly Information Newsletters (WIN) and click on the issue you missed!

<http://www.das.state.ct.us/News/NewsLetters.htm>